

# Application for Building Plan Retrieval/Search

## IMPORTANT

Property Owner's signature is required. If Owner is not able to sign, then Owner's written authority to retrieve building plans must be attached to this application.

If property ownership is held in a Company name, a written request signed by a Company Director/Manager and on Company letterhead, must also be attached to this application.

PROPERTY / OWNER			
Full Name of Property Owner/s:			
Property Address:			
Real Property Description (Lot/Plan)			
APPLICANT	If the applicant is not the property Owner, a letter of authority from the Owner or Director/Manager (if property is owned by a Company) must be attached.		
Full Name of Applicant/s:			
Applicant/s Postal Address:			
Mobile Phone:		Business Phone:	
Email Address:			
Receive Documents by: <i>(Please circle)</i>	Email	Collect	Post
COPY OF DOCUMENTS REQUIRED?			
<input type="checkbox"/> <b>Plans</b> - please circle: Dwelling, Shed, Carport, Extensions			
<input type="checkbox"/> <b>Final Certificate</b> - please circle: Dwelling, Shed, Carport, Extensions			
<input type="checkbox"/> <b>If Other</b> (please specify) – e.g., Termite Certificate / Soil Test / Lapsed Approvals			
<i>It should be noted that due to the age of some buildings, records in relation to the abovementioned property may not exist.</i>			
SIGNATURE			
<b>PROPERTY OWNER'S SIGNATURE:</b> <i>(Please circle: OWNER / DIRECTOR / MANAGER)</i>			
<i>I acknowledge the fee payable is for the Retrieval/Search of each Building Approval and if the required information is not obtainable, the fee is NON-REFUNDABLE</i>			
Signature:		Date:	/ /
Print Name:			
<b>PRIVACY DISCLAIMER</b>			
<i>Mackay Regional Council is collecting your personal information in order to process your Application. This information will only be disclosed to any other third party with your written authorisation or as required by law.</i>			
Office Use Only			
Date:	File No/s:		
Amount:			
Receipt No:	Cashier:		
Pathway Register Completed:      Yes      No	Receipting Code: RC / BPHOTO		
Letter of Authority / Email / ECM Doc # (if applicable):			